BSIR Help Sheet

Web address: https://www.reporting.odp.dhs.gov
GRT Help line: 1-877-612-4357 (toll-free)
OR
California Emergency Management Agency (Cal EMA) Grants Processing Representative.

For this reporting period, you will need to submit the BSIR for FY06, FY07, FY08, and FY09.

ACCOUNT MAINTENANCE

Forgot you password? Account locked?
Please call a Grants Processing representative.

Note: If you have not logged into the web site for more than 90 days, the account may be locked and you will need to call for assistance.

DATA ENTRY INTO GRT

****Remember to scroll to the bottom of each page and verify all information has been entered****

1. Log in.
2. Select “Funding” from the menu on the left.
3. Note two (2) separate drop-down menus: “Grant Award Year,” and “Reporting Period” at the top of the page.
4. Select Grant Award Year: 2009, 2008, 2007, 2006. Reporting Period should be BSIR (June 10)
5. Click on your “Grantee/Subgrantee” link.
6. Review the award information.

    a. “Award” = total amount of the grant,
    b. “Obligated” = amount that has been spent or is dedicated to current orders (invoices)
    c. “Expended” = amount you have been reimbursed

7. Review Obligated/Expended information. Update numbers if necessary; if not, click the “Continue” button at the bottom of the page. Note: Obligated + Expended should not exceed total Award. Advance to Project Tab.
8. Click on a project title. You will advance to the “Project ($)” tab for that specific project.
9. In “Project ($)” review all information and make necessary updates. Type a narrative of the progress that has occurred in the “Project Notes” field and add your initials and the date.
10. The “Project Detail” tab has been added for FY 2006 and subsequent years (following the Project ($) tab) to align Investments and Target Capabilities to projects. The Project Detail page has been created to allow the user to choose a submission type (state or urban area submission) and the Investment that is being supported. This tab is still in effect for June 2010 data entry.
11. Upon selection of an Investment, the page will automatically refresh and display the user selected target capabilities from the FY 2009 Investment Justification. Based on the grantee/subgrantee of the project, users must select a primary target capability as well as up to four (4) secondary target capabilities.

12. Click the "Save and Continue" button at the bottom of the page (you will advance to the "Allocations" tab).
13. Review all information under each applicable Solution Area Subcategory and Discipline (this is a long page-scroll to the bottom when reviewing). If there is new information to be entered or updated use the following steps: <u>**NOTE:**</u> **The solution area defaults to "Planning", you must choose the correct solution area from the dropdown box at the top of the page to properly view or update information.**
    a. Choose the specific "solution area" for this project from the dropdown box at the top of the page (Planning, Organization, Equipment, Training, Exercise, or Management & Administration).
    b. Enter the project funding for the "Solution Area Subcategories" that apply.
    c. Enter the project funding for the "Disciplines" that apply.
14. Click the "Save and Continue" button at the bottom of the page (you will advance to the "Strategies" tab).
15. Review for accuracy and click the "Save and Continue" button at the bottom of the page (you will advance to the "Metrics" tab).
16. Check the metrics exception box (middle of the screen). Indicates metrics are associated with this project.
17. Click "Save and Return to Project List". **IMPORTANT:** Steps 6-17 must be completed individually for each project listed under the "Project" tab.

<u>**How to submit a project and submit all projects to state**</u>

1. Click the check box to the left of the project(s) or the "Check All" link under the "Project" tab.
2. Click the "Submit" button (the project status will change to "**Project Submitted**").
3. When all projects are submitted, check all boxes or click the "Check All" link and click the "Submit" button a second time (project status will change to "**Submitted to State**"). Once submitted to state, no additional changes can be made without requesting that the project be changed back to either "Subgrantee Change Request" or "Data Entry in Progress" status. This can be requested by contacting your Cal EMA Program Representative.
4. Just a reminder that the submission to Cal EMA entails a <u>**two**</u> step process: **Project Submitted** and **Submitted to State**.